

## **ATTACHMENT 1: OMB GUIDELINES FOR INFORMATION COLLECTIONS**

OMB has issued the following guidelines for proposed information collections or requirements. If the proposed collection or requirement does not comply with the guidelines, the clearance request must contain an explanation of why the deviation is necessary. An information collection or requirement should:

1. Not require respondents to report information more often than quarterly.
2. Not require respondents to prepare a written response in fewer than thirty days after they receive the request.
3. Not require respondents to submit more than an original and two copies of any document.
4. Not require respondents to retain records for more than three years unless those records are health, medical, government contract, grant-in-aid, or tax records.
5. Not be a statistical study which is not designed to produce valid and reliable results than can be generalized to the universe of study. In other words, if you collect information from part of a group for statistical reasons, the results must be applicable to all of the group.
6. Not require the use of a statistical data classification that has not been reviewed and approved by OMB.
7. Not include a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use.
8. Not require respondents to submit proprietary, trade secret, or other confidential information unless the agency can demonstrate that it has instituted (and not just planned) procedures to protect its confidentiality to the extent permitted by law.